



ARCHITECTURAL MODIFICATION REQUEST PROCEDURE

The current board is trying to help homeowners have a clear understanding of the procedures that fall under the category of Architectural Modification Requests. ***Our covenants state that it is required that homeowners request permission, in writing, from the board before making changes to the exterior of their property.*** The board would like to maintain the value of all homes in our community, and so these covenants serve as an instrument of protection for everyone. Section 7.04 of the Covenants includes the phrase to “maintain properties in first class condition,” so that is the board’s goal.

All homeowners should have a copy of the Covenants and Deed Restrictions. When you purchased your home, the previous owner should have left them for you. If you have misplaced your copy, or never received one, you may visit the Master Association’s web site to reference the document or to print your own copy. The location of these documents is: <http://eastvillageofvenice.com/meadow-run.html>. Look under “Documents.”

Homeowners typically paint their homes, change landscaping, install new windows, invest in a new roof, and so on. To enforce these Covenants, the board has created an Architectural Review Committee that is made up of all members of the Meadow Run Board of Directors. Before making any changes to the exterior of your home, please complete an Architectural Modification Request form. A copy of the form can be found at the same location listed above, and once completed, may be submitted electronically, via USPS or in person, to Sunstate Management or to the Director of Architectural Review.

Once the form is submitted, all members of the board will evaluate your request using such criterion as: How does this request meet the standards of the Covenants? Will the result of the request match the current conditions in the neighborhood? How does the request meet the nine principles of the Florida Friendly Landscaping Program? These are a few of the things used to determine the merits of each request.

The board members may find it necessary to visit your property to see first-hand what is being requested. We may call you for further clarification. The board will then vote, and a decision of ‘Initial Acceptance’ will be made. Once your request is initially accepted, you will be notified and work may begin. When the project completion date has passed, the Architectural Committee will inspect the project. The purpose of the inspection is to be sure the final product does not deviate from the details of the proposal. Either the Architectural Committee or Sunstate Management will inform the homeowner of decisions as soon as possible, by USPS, telephone or via email. If ‘Rejected,’ where possible, the Board will comment on what led to that decision. The homeowner may then submit a new modification request, and the process will start over.

If you have any questions pertaining to Architectural Modification Requests, please contact the Director of Architectural Review.

Terri Lagana
Architectural Review Committee Chair
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